

Sending Campus (Reverse Scheduling Transfer)

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Registration > Utilities > Reverse Scheduling Transfer > Sending Campus

Use this utility if you are logged on as the sending campus.

This utility reverses a scheduling transfer.

At the sending campus, all records with record status code *3* (*currently enrolled at this campus, will attend new campus next year*) are reset to record status code *1* (*currently enrolled at this campus*).

At the receiving campus, all records with record status code *4 (enrolled at another campus, will attend this campus next year)* are deleted.

A reverse scheduling transfer can be performed by either the sending campus or the receiving campus. If you are logged on as the receiving campus, use the Reverse Scheduling Transfer > Receiving Campus utility.

Update data:

<table>
<tr><td>yyyy-yyyy Students Currently marked as Schedule Transfer</td><td>All students with record status code 3 are listed.
•
If there are multiple pages, page through the list.
Select the students for whom to reverse a scheduling transfer:
<table>
<tr><td>Select</td><td>Select the check box for one or more students. Clear the checkbox to unselect a student.

• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.

• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</td></tr>
<tr><td>Select All</td><td>Click the button to select all listed students. If there are multiple pages of students, the students are selected across all pages.</td></tr>
<tr><td>Clear All</td><td>Click the button to unselect all selected students. If there are multiple pages of students, the students are selected across all pages.</td></tr>
</table></td></tr>
</table>

Click **Start**.

A pop-up message is displayed when the process is complete. Click **OK**.

yyyy-yyyy Students Reversed this Session	The reversed students are listed.


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